

Clerk/Receptionist

Provider: Alaska Technical Center

Length: 14 Weeks

Cost: \$1,870

Cost Unit: Cost of the entire program

Website

<http://www.nwarctic.org/Page/790>

This course prepares the trainee for entry-level clerical positions. The emphasis is on keyboarding, filing, office mail procedures, human relations and operations of both word processing and office equipment.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Customer Service Representatives
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists

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